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May 29, 2015

Livescan Connection Cover Letter INSTRUCTIONS FOR REQUESTING LIVESCAN CONNECTION

Thank you for expressing an interest in electronically transmitting Livescan transactions to the Nevada Department of Public Safety (NDPS)—either directly to NDPS or indirectly via MorphoTrust USA (hereafter known as Morpho)—in order to take advantage of the lower FBI electronic processing fees. This electronic processing also provides for a quicker response time of approximately 1 week for both State & FBI as opposed to estimated 6-8 weeks due to the FBI's work load of processing manual fingerprint cards for government agencies or state sites.

The Livescan Connection Request packet includes the following documents and corresponding procedures prescribed by the Division required for prompt processing of your request.

- ✓ **Terms and Conditions For Private Livescan Service Provider in Nevada** – This document identifies the security requirements for Livescan approval. These requirements must be met **prior** to establishing a connection directly to the NDPS or indirectly via Morpho.
 - Adherence to these requirements will be verified by a security assessment and/or site inspection before connection will be granted.
 - If these requirements are not met, your connection will be delayed and reprioritized upon subsequent fulfillment of these requirements satisfactorily to the NDPS Livescan Coordinator.
 - Once these requirements are met, connection to NDPS will be permitted either by the NDPS Information Security Officer (*for any law enforcement or State agencies*) or the Morpho Vice President of Program Management (*for any local government agencies or private sector entities, including fingerprinting services*).
 - Continuous compliance is required to maintain connection to NDPS. If it is later evident that compliance to these requirements are not maintained during a subsequent audit, your agency shall be subject to sanctions issued by the State, leading up to and including connection termination.
 - Any changes of livescan contact(s) and any system changes (i.e. any updates/upgrades to your livescan device, software, interface, network, firewalls, IP address) **MUST** be reported to a NDPS Livescan Coordinator **prior** to the changes being made, regardless of how minor they may seem, in order to prevent an interruption to electronically transmitted livescan transactions.
 - Your IT point of contact listed on your Livescan Connection Request Form will be responsible for configuring your firewall and making any necessary adjustments to the configurations if warranted. This person should also be present when testing is

scheduled and conducted between your site, Morpho and NDPS in case any issues should arise during testing.

✓ **Livescan Connection Request Form**

- MUST be completed and signed by the Project Manager and/or include the signature of the appropriate authority of the requesting Livescan agency
- MUST be submitted to a NDPS Livescan Coordinator in **one** of the following manners:
 - Via email attachment as scanned document only if NO DPS-account forms are required
 - Via regular mail if NDPS-account forms are also required
 - Fax to (775) 684-6267 only if NO DPS-account forms are required

✓ **Livescan Security Questionnaire**

- MUST be completed and signed by the Project Manager and/or the IT POC
- MUST be submitted to a NDPS Livescan Coordinator with the Livescan Connection Request Form in one of the manners described above.
- Building layout/network drawings must accompany this document (2.1 and 2.2 of questionnaire). Failure to provide this information or accurately depict your livescan environment will delay your connection.

✓ **New Account Application for Civil Applicant Program** – This NDPS-account form MUST be completed and returned only if the requesting livescan agency does not already have an “active” account with NDPS. *(Note: If a NDPS-account already exist for the requesting LiveScan agency and current contact information needs to be updated, please request a Change Form for Civil Applicant Program from a NDPS LiveScan Coordinator.)* We do require that this document contains an original signature for our Fiscal files. You will need to mail this to your Livescan Coordinator.

✓ **Sample Civil Applicant Fingerprint Card** – this information is provided for your convenience only. It depicts the mandatory fields for an electronic applicant submission.

Note to Direct Connection Agencies (Law Enforcement and State agencies): Network/connectivity testing must be completed to the NDPS Store & Forward prior to scheduling a connection date.

Please direct all correspondence to the attention of the designated Livescan Coordinator (below), to prevent any unnecessary processing delays. You may also contact one of the other NDPS Livescan Coordinators identified below if you should have any questions.

Sincerely,
Shanon Helget
Nicole Davis
DPS Livescan Coordinators

Direct Contact Information

DPS LiveScan Coordinators:

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